



Wetland Restoration Permit Application Instructions

For Work in Inland Lakes and Streams, Great Lakes, Wetlands, Floodplains, and Dams

http://www.michigan.gov/deq/0,4561,7-135-3313_3687-292415--,00.html

<p>What is the purpose of the Wetland Restoration Permit Application?</p>	<p>This Wetland Restoration Application was developed to facilitate the state and federal permit application process administered by the Michigan Department of Environmental Quality and the U.S. Army Corps of Engineers (USACE) for wetland restoration/enhancement projects.</p> <p>The Wetland Restoration Permit Application is to be used exclusively for wetland restoration/enhancement projects. This application is for wetland restoration/enhancement activities regulated by the following Parts of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended by the State of Michigan.</p> <ul style="list-style-type: none">• Floodplain Regulatory Authority found in Part 31, Water Resources Protection• Part 301, Inland Lakes and Streams• Part 303, Wetlands Protection• Part 315, Dam Safety• Part 325, Great Lakes Submerged Lands <p>The regulated activities are summarized in Appendix D. The statutes and rules are available at http://www.michigan.gov/deq/0,4561,7-135-3313_3687-292415--,00.html.</p> <p>This application is also for those activities regulated by the USACE within the waters of the United States under Section 10, Rivers and Harbors Act of 1899 (33 U.S.C. 403) and Section 404, Clean Water Act of 1977 (33 U.S.C. 1344).</p> <p><u>Preapplication Meeting:</u> This is an optional service available for activities proposed in inland lakes and streams (Part 301), and wetlands (Part 303). A preapplication meeting can answer many questions regarding whether or not a permit is required and the review process. The application form and fee schedule are available at http://www.michigan.gov/deq/0,4561,7-135-3313_3687-292415--,00.html.</p>
<p>How do I complete the Wetland Restoration Application?</p> <p><i>An accurate and complete application package is required for processing; inaccurate or missing information will delay processing.</i></p>	<p>There are three parts to a complete Wetland Restoration Application package:</p> <ol style="list-style-type: none">1. Application Form2. Maps and Drawings3. Fee <p>Follow the checklists on the following page for each part of the application package.</p> <p>When you have questions or need assistance in completing the application package, refer to the following information on our Web site http://www.michigan.gov/deq/0,4561,7-135-3313_3687-292415--,00.html or you may contact the Department of Environmental Quality Wetland Restoration Coordinator or the appropriate district office, page 3, or through the website link "Who to Contact".</p> <ul style="list-style-type: none">• Acronyms in Appendix A• Sample drawings in Appendix B• Minor Project and General Permit Categories• Fee schedule in Appendix C• State and Federal Authority and Penalties in Appendix D• Glossary in Appendix E

Application Checklist

The following websites will provide township, range, section, latitude, and longitude information:

www.mcgi.state.mi.us/wetlands/

Show and label property lines on the site plan.

Label existing and proposed contours, dimensions, excavation, and/or fill on the site plans and cross sections.

1. Application Form

- ☐ Complete Sections 1 through 8 and 11 of the application form.
- ☐ Complete Section 9 if the project requires an individual permit.
- ☐ Complete items 10A through 10G that apply to your project. Follow the instructions at the beginning of each section.
- ☐ Provide an authorization letter from the property owner if someone other than the property owner is signing the application.

2. Maps and Drawings

- ☐ All maps and drawings must be black and white, legible, reproducible, and sized to 8.5" x 11". Aerial photographs do not substitute for site plans. If larger drawings or blueprints are required to show adequate detail for review, you may also submit two full size copies.
- ☐ Vicinity Map: A map to the proposed project location that includes ALL streets, roads, intersections, highways, or cross-roads to the project. Do not assume review staff knows your project location.
- ☐ Project Site Plan: Overhead drawings to scale or with dimensions, length and width, of the proposed project are required. Show and label property lines on the site plan.
- ☐ Cross-section drawings are required. Provide the cross-sections and profile views to scale or with dimensions, length, width, and height.
- ☐ Elevation data must include a description of the reference point or benchmark used and its corresponding elevation. For projects on the Great Lakes or Section 10 Waters, elevations must be provided in IGLD 85. For observed Great Lake water elevations in IGLD, visit the USACE Web site under "water levels." If elevations are from still water, provide the observation date and water elevation. On inland sites, elevations can use NGVD 29, NAVD 88, a local datum or an assumed bench mark.
- ☐ Provide descriptive photographs of the proposed work site showing vegetation if wetlands are involved. All photographs must be labeled with your name and the date of the photograph, indicate what they show, and be referenced to the site plan. Proposed activities or structure(s) may be indicated directly on the photographs using indelible markers or ink pens. Provide aerial photographs 1:400 or larger for major projects.

3. Fee

- ☐ Payments made payable to the **State of Michigan**. Payment can be made by check, money order, credit card (online payment method) or by using the Electronic Fund Transfer Authorization form.

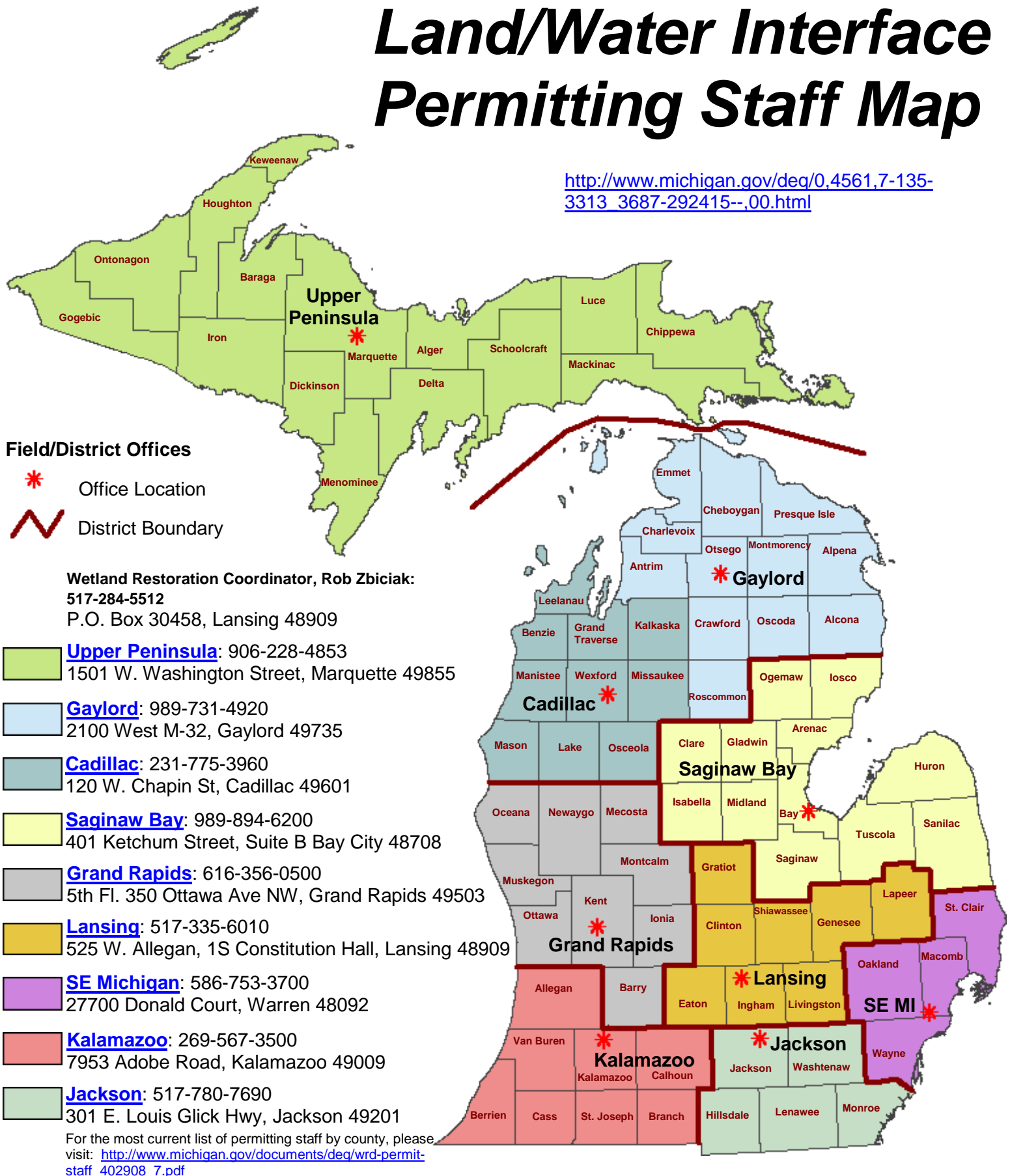
Fees typically range from \$50 to \$4,000 depending on the type of project. Refer to Appendix C and/or visit http://www.michigan.gov/deq/0,4561,7-135-3313_3687-292415--,00.html to determine the appropriate fee and/or to download an electronic fund transfer payment form.

4. Submitting the Application Package

- ☐ Applications that involve a project where a pre-application inspection has been conducted by the Department of Environmental Quality (DEQ) Wetland Restoration Coordinator should be sent directly to the DEQ Wetland Restoration Coordinator at Water Resources Division (WRD), P.O. Box 30458, Lansing, Michigan 48909-7958.
- ☐ All other applications should be sent directly to the appropriate field office, refer to page 3, or refer to http://www.michigan.gov/deq/0,4561,7-135-3313_3687-292415--,00.html "who to contact" for address and/or phone number.

Land/Water Interface Permitting Staff Map

http://www.michigan.gov/deq/0,4561,7-135-3313_3687-292415--,00.html



Water Resources Division

517-373-1170

APPENDICES

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Application status can be viewed on the WRD Web site at www.michigan.gov/miwaters. During the application period, if any information is missing from the application or if any clarification is needed regarding materials provided, the application is incomplete and staff will request the information from the applicant/agent by letter, e-mail, fax, or phone call. If a complete response is not provided within 30 days, the application may be closed. Some regulatory parts allow extensions if requested within the 30 day time frame. Once the WRD has received the information necessary for review of the project, including a thoroughly completed application, consistent drawings that have adequate detail for review, and the full application fee, the file will be reviewed for final processing. A mailed postcard or a public notice will provide the file number and the telephone number of the office where the application is being processed. The review time to determine if an application is complete for processing ranges from 15 to 30 days. Technical processing times, after the application is administratively complete, may range from 60 to 90 days. Processing times will be longer if a public hearing is held. The DEQ Wetland Restoration Coordinator or staff from your local district/field office may visit the project site and may request additional information prior to a decision on the application. Application fees are not refundable or transferable.

If a federal permit will also be required, a copy of the permit application will be sent to the USACE, Detroit District Office, for processing at the federal level. Additional copies of this application form can be downloaded from the WRD Web site at http://www.michigan.gov/deq/0,4561,7-135-3313_3687-292415--,00.html or can be photocopied from the original. If you have any questions about the permitting process or if you need to modify your application, you can contact the WRD by phone or at the addresses on the previous page.